



## INSTRUCTION GUIDE FOR PCAF APPLICATION

Thanks for your interest in PCAF. Please make sure to check the Application Guidelines and Rules for information on what types of projects are eligible for PCAF funding.

### Part I: Basic Project Information

ADDITIONAL INSTRUCTIONS AS	
<i>Amount of grant requested: (from calculations, pg.4)</i>	<p><b>Multi-year?</b> You must indicate if you expect your project to require multi-year funding. Projects may continue for up to 5 years, but may only apply for a maximum of \$10,000 per year, to a limit of \$20,000. A new application must be submitted for each year.</p>
<i>Project location: (to the nearest community)</i>	
<i>Will the project be multi-year? Yes or No (Please see the application instructions for eligibility information)</i>	
<i>Has this project been funded by PCAF before? If so, please give the project number and indicate which year of year this is (e.g. Year 2 of 3) (See application instructions for requirements)</i>	<p><b>Continuing?</b> If you are applying for repeat funding, you must submit a statement of expenditures and a description of the work you have done to date.</p>
<i>Is this project affiliated with an approved HCTF project? Please indicate project #.(see instructions for eligibility information)</i>	

### Part II: Contact Information

<i>Sponsoring group or individual: (if your application approved, the cheque will be issued in this name.)</i>	<p><b>HCTF partner?</b> If your project is linked to an approved HCTF project, please let us know. Provide a separate sheet with an explanation of how this is a discrete project that adds value to HCTF. Note there are explicit eligibility rules. Please see the Application Guidelines and Rules at the bottom of page 2</p>
<i>Mailing address : (cheque and correspondence will be mailed to this address)</i>	
<i>Name of project coordinator</i>	<p><b>Sponsoring group?</b> This group, organization, or individual will be the legal entity.</p>
<i>Email :</i>	<p><b>Email address?</b> If you do not have an email, please indicate the best way to get in touch.</p>
<i>Phone number(s) :</i>	
<i>Fax :</i>	



## Public Conservation Assistance Fund: APPLICATION INSTRUCTIONS

### Part III: Project Details

#### **Brief project description:**

Please give enough detail to provide others with a clear idea of what you will be doing and why. You may include the location, a summary of activities and objectives, and expected benefits.

**Benefits to fish, wildlife, and community:** (please describe the problem addressed by this project and explain the conservation benefits.)

**Objectives:** (please describe what you want to accomplish. This may be in point form.)

**Methods/activities:** (describe how you are planning to carry out project activities.)

Most of these should be “on the ground” activities.

**Volunteer activities:** (clearly describe what the volunteers will be doing.)

Please let us know what actual activities your volunteers will be doing for the hours you have indicated in the budget section. The more detail you can give, the better. Where possible, indicate the activity and the volunteer hours required to complete the work.

### Part IV: Project Support

**Other groups or agencies involved in planning your project:** (please list)

Suggestion: The best way to avoid problems is to involve your regional fish and wildlife staff during the planning phase of your project.



## **Public Conservation Assistance Fund: APPLICATION INSTRUCTIONS**

**Other funding partners:** *(please list)*

**Ministry support letter attached: Yes or no.** *(please see instructions regarding this application requirement)*

This is a mandatory requirement. Please contact your regional Ministry of Environment (MOE) or Ministry of Natural Resource Operations (FLNRO) and obtain a letter of support from the Regional Manager, or Regional Biologist. An email sent to the Habitat Conservation Trust Foundation ([hctf@hctf.ca](mailto:hctf@hctf.ca)) is sufficient. We recommend that applicant request this letter of support at least 2 weeks before the deadline to allow staff adequate time to review the application and draft the letter or email.

Please see page 5 and 6 for information on contacting the regional offices, and for further reminders about legalities and permissions you may have to acquire.

**Additional letters of support attached:**

Feel free to attach relevant letters of support for your project, but please keep it down to the best three! Make sure you also include any required letters of permission. Thank you.



**Public Conservation Assistance Fund: APPLICATION INSTRUCTIONS**

<i>Part V: Project Budget</i>		
<b>A. Matching Funds Calculation ( Please see Application Guidelines for additional details )</b>		<i>Subtotals</i>
How many volunteers are involved in this project? ____		<i>Total Dollars</i>
Volunteer labour – Give estimated # volunteer hours x \$15.00. This must amount to at least half of your matching funds. ( ) hours x \$15.00=		
<i>Volunteer labour total =</i>		\$
Allowable donations - Please give details of funds, donated services, materials and space as needed.  1. _____ 2. _____ 3. _____	<b>Allowable donations</b> include: the value of donated labour, materials or equipment. (e.g. If a specialist donates a day's worth of services, you may claim that day's wage as a financial contribution.) You may NOT claim wages of people claimed as volunteers above, or HCTF project personnel from associated HCTF projects. Cash donations are also allowable. However money (grants) you have received from other organizations may be used for your project but not counted as an allowable donation. See the Application Guidelines and Rules for more details.	
<i>Part A: Matching Funds total=</i>		\$
<b>B. Public Conservation Assistance Fund Request</b>		
Allowable expenditures - Please give complete budget describing what you are asking PCAF to fund. Please include needed.		
1. _____ 2. _____ 3. _____	<b>Allowable expenditures</b> include materials and equipment, transportation, fees for a contracted specialist required for your project, reasonable costs of meals, rental or use of equipment or facilities (generally short-term). Communication products must be part of the PCAF project or conservation issue addressed by the project. Newsletters and websites are not allowable. Wages, mileage charges, and maintenance are not eligible PCAF expenses. Please check the Application Guidelines and Rules for more information.	

Budget is for the current year only.

Try to involve as many members of your community as possible.

**\*\*PART B MUST NOT BE GREATER THAN PART A\*\***